



ALABAMA DEPARTMENT OF  
**Early Childhood  
Education**

## **AVAILABLE POSITION FOR EMPLOYMENT**

The Department of Early Childhood Education (DECE) will be hiring an Education Systems Specialist. Below are minimum expectations related to the position.

### **APPLICATION INFORMATION**

Applicants must apply to the State Personnel Register for job category: Education Specialist – Code 30122.

Once notified of placement on State Employment Register, please email a resume to:

Katrina Bowling, Education Systems Administrator  
Alabama Department of Early Childhood Education  
[Katrina.Bowling@ece.alabama.gov](mailto:Katrina.Bowling@ece.alabama.gov)

### **POSITION INFORMATION**

Position Title: Education Systems Specialist

Supervised by/Reports to: Education Systems Administrator

Based in: Montgomery, Alabama – DECE Office

### **MINIMUM QUALIFICATIONS**

1. Master's degree in early childhood education or related field from an accredited college or university, preferred.
2. Five (5) or more years of professional experience in early childhood education or a comparable position.
3. Knowledge of student information management computer programs (Powerschool/iNow preferred) and experience in administration of them.
4. High level of proficiency and experience with creation and analysis of student data reports.
5. High level of proficiency and experience with utilization of Excel and its advanced functions/formulas; SharePoint; Tableau; Laserfiche Forms and Workflows; data analysis, compilation, and disaggregation; and database use and development, preferred.
6. Ability to use technology to communicate, manage data, develop user guides, deliver training/informational presentations, and produce/submit required reports, correspondence, and/or financial information.
7. Demonstrated proficiency in oral and written communication skills.
8. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
9. Ability to work independently, prioritize tasks, and perform assignments as directed with high level of accuracy, exacting attention to detail, and within established time frames including tight deadlines.

10. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
11. Ability to be punctual and in regular attendance.
12. Such alternatives to the above qualifications as department leadership may require.

### **ESSENTIAL FUNCTIONS**

The Education Systems Specialist will work under the supervision of the Education Systems Administrator to collaborate on the digital integration, and implementation of plans for phased build-out, of the department's various data and information management systems.

Duties will include assisting with the collection, organization, and analysis of data related to the department's digital information resources including, but not limited to: online student enrollment programs, various web-based student assessment programs, the department's central database, and digital forms and workflows.

Additional duties will involve completing training on department-utilized digital programs/resources; providing training on digital programs/resources for users and developing user guides; assisting with development of data dashboards and reports; supporting users of department digital information resources; and other duties as assigned by the Education Systems Administrator.